

Minutes of Slaley Commemoration Hall Management Committee on Wednesday January 17th 2024 in  
Slaley Commemoration Hall.

**1.Members & apologies:** Chairman, Rosaleen Doonan, Philip Cain, Stella Douglas, Carol Ferguson, Christine Johnston, Margaret Rowell, Ian Stevens, Debra Taylor & Pat Wilson.

**Apologies:** Helen Brewis-Levie.

The chairman wished everyone a Happy New Year. A replacement on the Management Committee from St. Mary's was discussed and PW to write to Slaley PCC asking if someone would replace Reverend Helen Savage.

**2. Minutes of meeting held on Wednesday November 15th 2023, attached as pages 197 - 199 with appendix 1, page 200, appendix 2, page 201, appendix 3, page 202 & appendix 4, page 203.** The minutes were proposed as a true record by Debra Taylor and seconded by Carol Ferguson the minutes were then signed and dated by the Chairman.

**3. Matters arising.**

- a) 3a 15/11/23; 3a 20/9/23; 3b 19/7/23; 8 17/5/23: Update by PC on the decking project. An updated price to build the undercroft in recycled material is an additional £2,200. SD suggested treated timber – PC requested to get a price for a treated timber undercroft. PW said that a fundraising activity was needed to generate the additional funds. Funds of £2,750 are already in place for the decking.
- b) 3b 15/11/23; 3g 20/9/23; 11d 19/7/23; 15e 17/5/23: Change wording on welcome plaque – plaque was taken down by IS and placed in back of PW's vehicle. Will circulate information on price from Topsisigns when received. MR asked why the plaque was being replaced why was there not a smaller plaque alongside the 1980's plaque recording the centenary modernisation. DT explained the decision at the May 2023 meeting
- c) 3g 15/11/23; 14 20/9/23: Review of the Wedding & Party Brochure renamed 'Function Brochure'. Still a work in progress.
- d) 4 15/11/23: CAN Renewable Energy and Carbon Reduction Roadshow. RD questioned the none-arrival of the emergency pack promised to SCH (contained wind up torch, etc). This has now been received from NCC, all emergency items are stored in a bright orange bag and stored in the COVID toilet.
- e) 16b 15/11/23: Offer of spoons, hostess trolley and assorted mugs made by CJ, these were delivered to SCH on 6/12/23. The hostess trolley will be used by SD at the January Film Club and the beakers have been placed on a tray in The Den due to lack of Kitchen cupboard space.

**4. Correspondence**

**Emails:**

- a) 23/11/23: Energy Team CAN – Renewable Energy and Carbon Reduction Roadshow ZOOM Tuesday 28/11/23 at 7 p.m. both RD & PW attended – waste of time
- b) 5/12/23: Warm Spaces training and information by Northumberland Frontline on 7/12/23; 11/12/23 or 14/12/23. Attended by ???
- c) 19/12/23: Tracey Morgan CAN asking to book SCH for a joint CAN/SCH Village Hall's "use of Broadband" event on Thursday March 28<sup>th</sup> 2024 10 a.m. – 12 noon. CAN will cover the hire charge. CAN would also like to book an event in April based on our use of the solar panels and our battery storage. Same type of event and payment. TM at Hall for a visit 15/1/24 and by ZOOM 9.30 a.m. 16/1/24, basically TM invites attendees and support speakers, introduces speakers, DT will make a presentation on behalf of SCH. PW will provide refreshments supplied by TM. After discussion at the ZOOM meeting the April meeting has been disbanded due to SCH being unready to operate its battery storage alternative power.
- d) 8/1/23: Tracey Morgan CAN – Safeguarding Survey. PW completed on behalf of SCH.

**5. Financial Report** – SD circulated by email, carried forward amount to be reviewed at each meeting for review. attached as **appendix 1/170124, page 207**

**6. Budget for the coming year – Year to date presented by DT** attached as **appendix 2/170124, page 208**

**7. Bookings Report** – SD circulated by email attached as **appendix 3/170124, page 209**

**8. Issues Log** – DT updated at meeting.

**9. The Year 102 & (Business Plan) – RD & PW reviewed November 17<sup>th</sup> 2023** Copies attached for discussion and agreement. DT reminded the meeting that the financial figures for 2023, 2022, 2021 and 2020 still needed to be added. RD also confirmed that Doonan’s Architecture would provide the Building Condition report as outlined in 1.4 on page 6. These aside, there were no other comments or amendments therefore subject to these additions the Year 102 and the Business Plan were adopted. Attached as **appendix 4/170124, page 210** and as **appendix 5/170124, page 211**

**10. Caretaker’s Report:** no additional information from Cleaner.

### **11. Building maintenance**

a) remote control of heating – left to see cost increase with heating turned up to 15 at November meeting. There were no details/costs of a remote-control system to hand. A four-month invoice from Octopus arrived today for £1,400 which included the income from the solar panels. For comparison October 22 was £212; November 22 was £257; December 22 was £468 & January 23 was £456. An external weather and Hall usage comparison would be needed to get a true picture.

b) Art Easels where to store – is toilet 5 working as storage of easels? SD said it was.

c) Kitchen unit doors (11c 15/11/23). SD suggested pulling off the vinyl from all the doors and having them repainted (no costs to hand for this) The Committee members went to look at how many were damaged. PC said the boarding under the Vinyl covering would not stand paint it would absorb moisture. It was proposed and agreed that short term RD would stick the top split door back onto the inner board with a food safety UPV glue. In the long- term prices for new doors would be sought

d) Dishwasher new salt aid etc (11d 15/11/23) was working OK. CF reported the machine not working again on Tuesday 16/1/24. Was working at meeting when tried.

e) **Brought forward from September 20<sup>th</sup> meeting, agenda item 11h:** RD had a meeting with regard to SCH being a Rescue Centre in the event of an incident. RD was also told to work with the PC’s who should have a system of contacting the vulnerable in their parishes. Reply from Slaley PC was not to hand? *Reply from Healey PC circulated by email 8/12/23 & 16/1/24. Hexham Courant 11/1/24 article “Finding a warm welcome at hubs”.* Warm-spaces have been created across Northumberland to offer a place where people can relax in a safe and warm environment. CAN’s Warm Hubs in Tynedale include: Allendale village hall; Haltwhistle, Humshaugh village hall, Falstone village hall, Stocksfield Community Centre, Otterburn Memorial Hall, Prudhoe Church Hall, Riding Mill Parish Hall. Northumberland County Council’s directory of Warm Spaces in Tynedale includes: Libraries in Allendale, Bellingham, Kielder, Corbridge, Haltwhistle, Hexham, Ponteland & Wylam. Leisure Centres in Wentworth & Ponteland + Matfen Village Hall. On Wednesday December 6<sup>th</sup> at 10.30 a.m. between official meetings RS, DT, SD & PW met to discuss the confusion over the role of the Hall being a Warm Space, A Warm Hub, a Resilience Centre or a Rescue Centre and it was decided to have a trial of how the Hall would work in the event of a power failure. This was mentioned at Healey PC meeting on December 6<sup>th</sup> 2023. RD said that SCH may become a Rescue Centre if an emergency was declared by the chairmen of Slaley & Healey PCs and the Chairperson of SCH, however SCH was not ready to declare this to the public, there was no generator connection promised by Northern Powergrid. A plan is needed of who does what and when. There is great confusion nationally and regionally over different names and their functions. A telephone connected to the Hall WiFi could alert the Hall representative (Chairperson of the day) that a power failure was imminent - DT looking into on 2024 contract.

f) Main Door into SCH stopped closing. Richard Ferguson fixed the problem first week of January.

g) CF reported that the kitchen hand-wash tap is wobbly. IS offered to look at it.

h) RD reported that the outside store door will not close. SD to ask Richard Ferguson if he will look at this door and send his invoice. Also north wall radiator in Community Room leaking at ground level.

## 12. Fundraising

- a) Fourth year of SCH 200 two numbers have not been renewed and one new player has joined - The December winning number was 36 and the January was 32 both were drawn at the meeting by RD.
- b) 12e 15/11/23: Singing around the Christmas Tree. By November 20<sup>th</sup> RD was able to book the event on Saturday December 23<sup>rd</sup> with David Kilmer to play SCH piano, have the Stocksfield Singers and Celia Bridges daughter coming, so the event was advertised in the Joint Dec/Jan Slaley Notes issue. The event was very well supported and many asked if it could become an annual event.
- c) Fundraising report attached as **appendix 6 170124, page 212**. RD offered the Doonans plus two extra musicians for a Celidh on St. Patricks Day on March 17<sup>th</sup>. CF suggested a £5 sack to fill from donated sale items, PW thought Slaley people more likely to pay £5 to donate a sack full of items. There was no enthusiasm for any type of event.

## 13. Review Booking Forms with T&Cs last reviewed November 16<sup>th</sup> 2022 meeting and attached to those minutes as appendix 1 & 2 /161122, pages 151 & 152. Copies attached for discussion and updating

Booking Form PW: alter Meeting Room to Community Room

Terms & Conditions PW: NO 4: policies are not on notice board should read policies file in kitchen.

No 5: policies are not on notice board should read policies file in kitchen.

8c: we do not have a Caretaker, we have a Cleaner.

8d: heating is currently at 15 not 10

8j: remove Anne Lishman as key holder.

Amendments made and new text attached as **appendix 7/170124, page 213**

## 14. Review Hire Charges

Last updated Special Meeting August 16<sup>th</sup> 2022, page 139, attached to October 5<sup>th</sup> 2022 minutes. No meeting in September due to death of Queen Elizabeth 11. DT & SD said the rates we had were not those on the web site.

New rates from April 1<sup>st</sup> 2024 will be:

Main Hall: Affiliated Price £12 per hour.

None-Affiliated £17.50 per hour

Community Room: Affiliated price £8 per hour.

None-Affiliated £12.00 per hour

The Den £5 per hour. With a whole building charge of Affiliated £20.00. Non-Affiliated £25.00.

All rooms would have free use of the kitchen unless it was a large catering event when a kitchen surcharge (decided by SD) would be added. Elections rate for whole day £350. Wedding 48 hour booking £350

## 15. Review Users Guide: DT reported that the User Guide is regularly updated by herself without any changes being brought into the minutes.

## 16. Any other business

a) Annual decoration of all rooms? (main hall undertaken in November). It was decided not to close the Hall for an annual decoration but to agree that there is annual check to see if decoration is needed.

b) Outside windows cleaned by Gavin? (last done November 2023?) move this to a March agenda item

c) The ladders stored in the outside store belong to IS and he will take home.

d) RD reminded the committee that she was leaving the committee in December 2024 and said that they needed to make a conscious effort to encourage additional members onto the management committee. DT suggested that all user groups should appoint a member of their organisation onto the committee if they wanted to retain the affiliated hourly hire.

## 17. Maintenance Log Book –

Page 1: Toilet 4 light not working

Page 3 outside not checked too frosty.

Page 4: Toilet 5 used to store easels

Kitchen cupboard door damaged

First Aid Box – Plasters of different sizes needed

Page 5: Smoke Alarm in The Den not functioning

Kitchen Accident Book – bump to hand recorded 17/1/24

Page 7: Old ‘Door Mat’ rolled up in The Den – are we keeping this?

Two small boxed Christmas trees and boxes of decorations are now stored in The Den

Page 8: Outside downpipes etc not checked too frosty.

## 18. Date of last 2024 meetings: 20/3/24, 15/5/24, 17/7/24 (AGM), 18/9/24, 20/11/24.